



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 20, 2014

Ann Harris
611 Walnut St.
Anita, IA 50020

Dear Child Care Provider,

This letter is in regards to the October 16, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *Provider has been keeping track but missed a 1-2 months since January this year. Provider was encouraged to remember to write down times when drills are practiced.*

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *Provider had a fire extinguisher but it is empty. Provider will purchase a new fire extinguisher for home.*

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *Provider has been keeping track but missed a 1-2 months since January this year. Provider was encouraged to remember to write down times alarms are tested.*

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *Provider has sign at the back door but also need to make sure the signs are on other doors into the home. Provider was non-compliance with this on 7/29/2013 and returned letter to DHS field staff reporting she was in compliance with this policy.*

110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician. *While field staff was in the home, provider's infant granddaughter was sleeping on her belly on the livingroom floor. Provider stated infant filps to her stomach and she was advised to leave her that way as she will not nap any other way. Field staff reviewed safe sleeping practices with provider.*

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies. *The provider needs to have written policy regarding caring for ill children.*

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies. *Provider did not have written policy regarding health related emergencies during this compliance check. Provider was non-compliant with this policy on 7/29/13 and returned letter to DHS field staff affirming she had come into compliance with this. Provider is encouraged to contact CCRR for assistance with coming into compliance.*

110.5(2) A provider file is maintained and contains:

110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. *Provider did not have current CPR/First Aid. It expired in 9/2014. A corrective action plan was created. Provider will have to send DHS field staff proof of training by November 30, 2014 or provider may have registration revoked.*

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider has 7 children enrolled and was caring for 1 child during compliance check.*

Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *One of 7 children was missing this form from their file.*

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: November 30, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).